



Code of Conduct for Trainee Teachers

Introduction

As a trainee studying on an ITT programme, you are expected to conduct yourself at all times in an appropriate professional manner.

You are entitled to expect that your professional practice settings mirror the professional experience of a teacher, and settings are entitled to expect that you will present and conduct yourself in a way that is consistent with the professional expectations of a teacher.

This code takes into account Teachers' Standards in England, the Initial Teacher Training Criteria, the Disclosure and Barring Services legislation and Safeguarding legislation. It sets out the SCITT expectations of you as you engage with a professional programme. During the registration process, you sign a document in order to evidence and agree to abide by the behaviour, attitudes, responsibilities and agreements outlined to you both as a trainee and as a representative of the SCITT. Any breaches of these expectations may lead to disciplinary action including exclusion from the programme, termination of a contract and/or the inability of the SCITT to provide the trainees with a supportive professional reference.

Behaviour and attitude

As a trainee following an ITT programme with CTSN SCITT, you are expected to demonstrate consistently high standards of personal and professional conduct, honesty and integrity. You should:

- Show respect for the rights of others.
- Demonstrate professional behaviour and relationships towards all staff, pupils/learners and trainees in both formal and informal contexts, including via social media. You will observe boundaries in line with a teacher's professional position and responsibilities. Under no circumstances will trainees divulge their private details and contact numbers to pupils. Any communication with pupils should always be conducted through the correct professional channels any misuse of these or any social networking sites etc may lead to disciplinary procedures and a trainee may be subject to disciplinary action.
- Take responsibility for your own learning and development, ensuring a professional and accountable approach to all aspects of the programme.
- Take responsibility for managing the demands of the profession by looking after your personal well-being and actively developing resilience strategies.
- Show an active willingness to engage with, listen to and act on feedback and advice from mentors, senior tutors and trainers across the SCITT partnership.
- Actively reflect on your learning and teaching experiences in order to target set, action plan, improve, achieve and attain highly.
- Participate and actively engage in all learning and teaching experiences, and activities; and engage with the full range of feedback mechanisms, such as trainee surveys, trainee consultation and focus groups.

- Understand that behaviour such as dishonesty, indecency, harassment, bullying, violence, abuse of drugs or alcohol will lead to disciplinary action.
- Promptly disclose to the sponsoring school and SCITT Director any circumstances, incidents or information that may reasonably call into question your suitability or fitness to teach and work with children and young people. This includes but is not limited to, criminal charges, convictions, conduct issues, health matters or allegations that could impact your ability to fulfil duties and responsibilities as a trainee teacher.
- Inform the sponsoring school and the SCITT Director of a criminal conviction or caution after the submission of the Enhanced DBS Disclosure.

Professional responsibilities

As a trainee teacher, you are required to:

- Commit to attend all in-school training. Any absence from school should be notified to SCITT senior tutor, professional tutor/ITE coordinator, mentor, and CTSN hub admin. Work for any classes missed should be sent in, where possible.
- Follow school policies and act in accordance with the professional standards expected of a teacher as laid out in the Teachers' Standards and school policies.
- Take responsibility to access, read, fully understand and engage with the policies, procedures and practices across your training programme; and ensure all safeguarding procedures are fully adhered to.
- Read and act in accordance with the document, Keeping Children Safe in Education - part 1.
- Maintain a professional approach to all communications, including e-communications and social networking, ensuring that comments made do not bring yourself, your colleagues, the CTSN SCITT or placement schools into disrepute.
- Be punctual at all times.
- Ensure the welfare and safeguarding of all children and young people.
- Behave in an appropriate and professional way towards staff, children/students, parents/carers and any other adults in the school setting.
- Understand and comply with school-based behaviour, health & safety, safeguarding and acceptable internet use policies.
- Set a positive example for children/ students by dressing appropriately and professionally when at school and when attending training sessions at the SCITT.
- Handle confidential personal information in accordance with Data Protection law, Child Protection legislation and GDPR.
- Follow the British Educational Research Association (BERA) 'Ethical guidelines for Educational research' whilst conducting any research.
- Utilise AI tools ethically by avoiding the generation of false, harmful, or plagiarised content, maintaining transparency about AI assistance, respecting intellectual property rights, and being aware of plagiarism and any other forms of cheating.
- Inform CTSN SCITT and placement school if you contract an infectious disease such as chicken pox, German measles, impetigo, measles, scarlet fever, slapped cheek disease and COVID-19.

- Inform CTSN SCITT and placement school of anything which is likely to require support during the undertaking of the course including significant health or medical requirements.

Training responsibilities

As a trainee, you are required to:

- Take responsibility to engage professionally and positively in all aspects of the training programme: e.g. attending Core training, completing work for the SSLs/core trainers, attending weekly mentor meetings, and be proactive in negotiating both action steps and training tasks.
- Commit to attend all Core training sessions. You will reflect an exemplary attendance record that can be reported within your completed reference from the SCITT Partnership. Trainees must notify reasons for any absence to the SCITT hub admin and senior tutor, and complete relevant catchup work.
- Complete all training activities within the deadline, including PGCE assignments, the weekly reflection, evidence bundles, etc.
- Build a body of evidence against each of the six Curriculum Pillars throughout the course.
- Keep your evidence up to date using your OneNote notebook; specifically ensuring evidence of meeting your weekly targets, the Weekly Reflection being completed and at least one written lesson observation each week is uploaded.
- File evidence against each of the Curriculum Pillars each week as it arises to help others view your progress clearly; ensuring all files can be scrutinised when visited by any member of the SCITT training team.
- Ensure awareness of curricula and teaching arrangements in early years and KS3 for primary and KS2 and KS5 for secondary (or KS3 if on 14 – 19 course)
- Check MS teams and your@ctsnscitt.org email account frequently to ensure communication channels operate efficiently.
- Keep the hub lead, senior tutor for primary and professional tutor in secondary aware of all relevant matters likely to impact on good progress.
- Use appropriate channels to communicate any concerns you may have with your training.
- Inform your hub administrator of any changes to your personal details.

Suspension or termination of placement

If a trainee is judged not to be making sufficient progress against the Curriculum Pillars, and therefore might be at risk of not meeting the Teachers' Standards by the end of the course and not able to gain QTS, an additional individualised package of support will be put in place in order to support the trainee to make better progress. This will be in the form of a support plan or pastoral care plan.

Trainees on a support or pastoral care plan must ensure they complete all targets set and by the deadlines agreed and must realise that failure to do this will put the trainee at risk of not meeting the Teachers' Standards by the end of the course and not being able to gain QTS status.

If the trainee does not respond to this support package sufficiently to be judged to meet the standards by the end of the course, or that the placement school is no longer willing to host the trainee due to their lack of progress, then the trainee's placement may be terminated.

If a trainee withdraws or is withdrawn from the course, they will be liable for fees as follows:

- Withdrawal from 1st September to 30th November - 50% of the full year's tuition fee.
- Withdrawal from 1st December to 28th February - 75% of the full year's tuition fee.
- Withdrawal on or after 1st March - 100% of the full year's tuition fee.

Liability of fees for non-completion of the course is applicable to ALL non-salaried trainees regardless of whether you are self-funded or have a student loan.

Salaried trainees are required to submit their resignation to the school on the same day as withdrawal from the SCITT.

Please also read the CTSN SCITT's:

- Absence Policy
- Attendance Policy
- Disciplinary Policy
- Equality and Diversity Policy
- Safeguarding Policy
- Well-being Policy

This Trainee Code of Conduct will be reviewed annually.

Review date: Summer Term 2025 (Currently being reviewed)